



Disaster Preparation, Response, & Recovery

Municipal Day
September 9, 2015

PURPOSE OF BRIEFING

To provide guidance to municipalities on:

- How to be prepared before a storm.
- Response activities during and immediately following the storm.
- Recovery activities after the storm.

VTrans Contacts

Maintenance & Operations Bureau HQs:

Alec Portalupi, Technical Services Engineer

802-279-3447

E-mail: alec.portalupi@vermont.gov

Stephanie Magnan, Technical Services Emergency Manager

802-498-7044

E-mail: steph.magnan@vermont.gov

VTrans Contacts

District Staff:

- D1: Chris Taft, 802-379-2266
- D2: Marc Pickering, 802-380-0190
- D3: Brian Sanderson, 802-779-3861
- D4: Chris Bump, 802-356-7678
- D5: Dick Hosking, 802-488-0222
- D7: Shauna Clifford, 802-535-5317
- D8: Jim Cota, 802-782-0802
- D9: Shane Morin, 802-673-5200

Preparation

- Preventive maintenance: ditches, culverts, grading gravel roads
- Town road and bridge standards (aka, Codes and Standards)
- Line up / notify staff
- Equipment prepped: Fueled up, accessible (pre-positioning?), chain saws ready
- Cameras? (before and after pictures)
- Communications plan
- Mutual aid agreements
- Documentation (forms)
- Know who to contact at the State level: Regional Planning Commissions, VTrans District Staff, Vermont Division of Emergency Management & Homeland Security (DEMHS)
- Know which town roads are FEMA Public Assistance program-eligible versus FHWA ER program-eligible.

Response

- Notify staff / call ins
- Assess situation
- Implement emergency protective measures
- Establish priorities for repairs
- Manage resources (request assistance as necessary)
- Follow establish communications protocols
- Take pictures whenever possible/practical
- Debris removal
- Incident Command System (ICS)

Recovery

- Report road and bridge damage to VTrans district staff
- Preliminary damage assessments
- Use of contractors (time and materials contracts versus solicited bids)
- Documentation (use of standard forms for FEMA)
- Be able to determine to which roads/sites material is delivered and where your staff/equipment worked.
- Pictures
- Debris removal
- Adjust priorities as necessary
- After action review: Update procedures/plans

Disaster Funding Sources

- Federal Emergency Management Agency (FEMA)
(Public Assistance Program – managed by DEMHS)
- Vermont Agency of Administration
(Emergency Relief and Assistance Fund – managed by DEMHS)
- Federal Highway Administration (FHWA)
(Emergency Relief Program – managed by VTrans)
- Vermont Agency of Transportation (VTrans)
(Town Highway Emergency Fund – managed by VTrans)

Public Assistance Program

Federal Emergency Management Agency
(FEMA)



Sequence of Events

- Disaster occurs: VTrans and Local emergency response
- VTrans works with towns on initial damage assessment
- Preliminary Damage Assessment (team approach – Fed/State/Local)
- Governor requests Federal assistance
- Presidential declaration
- Prepare Project Worksheets (team approach – Fed/State/Local)
- Complete application for Federal funds
- Complete approved disaster work within time allowed
- Request final inspections (town req to DEMHS)
- Receive reimbursement (processed by DEMHS)

VTrans Roles/Responsibilities

- Work with DEMHS to assist the State in responding to any disaster by committing/coordinating VTrans resources needed to respond.
- Assist communities with their response to include equipment and personnel (subject to availability/policy) and in the assessment of public damage.
- Provide DEMHS with initial public damage assessment data on a Statewide, County, and District level.
- Attend applicant kick-off meetings.
- Provide technical assistance to municipalities and to FEMA PA project specialists.
- Review and sign off on applicant Project Completion & Certification reports.

Emergency Relief Program

Federal Highway Administration
(FHWA)



Eligibility

- Roads and bridges on Federal-aid highways damaged as direct result of an approved natural disaster or catastrophic failure.

To be eligible, the highway must be either:

- Functionally classified as a **rural major collector or higher**
- Functionally classified as an **urban collector or higher**, within a designated federal-aid urban area

- Disaster eligibility threshold: minimum \$700,000 (fed share)
- Repair cost per site threshold: minimum \$5,000

Types of Work

Emergency Repairs

- Made during and immediately following a disaster (up to 180 days from the first day of the event) to :
 1. Restore essential traffic
 2. Minimize extent of damage, or
 3. Protect remaining facilities
- Federal share is 100% for emergency work done within the first 180 days after the first day of the disaster event.

Permanent Repairs

- Repairs undertaken to restore the highway to its pre-disaster condition
- Must have prior FHWA approval and authorization, unless done as part of emergency repairs (PE, ROW, Construction phases)
- Federal share is 81.08%, State share is 8.92%, and local share is 10%
- Permanent repairs done during the first 180 days are still reimbursed based on this percentage share, rather than at 100%

Debris Removal

- Debris removal for FHWA ER-eligible highways is now covered under the FEMA Public Assistance program.
- If no FEMA PA declaration and we do qualify for an FHWA ER declaration, debris removal eligible under FHWA ER.
- There are subtle differences between the FEMA PA and the FHWA ER programs when it comes to debris removal.

Prior Scheduled Work

- If the damaged site is within the limits of a project for which the “construction phase” is authorized and **included in the STIP**, permanent repairs are **not eligible** under the ER program.
- ER funds **may participate in any necessary emergency repairs to restore essential traffic**, however.

Outside Highway R.O.W.

- Generally work outside of the highway R.O.W. is not eligible for ER funding
- Exception is for work associated with stream banks adjacent to the highway provided that:
 1. Work is directly related to protection of the highway
 2. Work is not eligible for other funding sources
 3. No other Agency has responsibility for the work
 4. Applicant agrees to accept future maintenance of all work performed

Deadlines

- **Emergency Work:** Must be completed within 180 days of the start of the event.
- **Permanent Work:** Unless there is satisfactory justification for project delay to warrant retention, projects for permanent repairs that have not advanced to construction obligation **by the end of the second fiscal year following the year in which the disaster occurred** will not be advanced.

The FHWA ER Process

(through grant execution)

- Disaster Occurs
- Preliminary Damage Assessment (PDA) / Emergency Repairs
- Governor's Proclamation / Presidential Declaration
- State Letter of Intent
- FHWA Division Office Acknowledgement
- DDIRs (Detailed Damage Inspection Reports)
- State Requests ER funds
- FHWA Division Office sends request to FHWA HQs (Washington, D.C.)
- FHWA HQs allocates funds to State
- State Requests Project-specific Emergency Repair Authorizations.
- FHWA obligates "emergency repair" funding on project-specific basis.
- Towns apply to VTrans for ER grants.
- Towns and VTrans District forces continue to make "emergency repairs."
- VTrans executes ER grants with Towns.

The FHWA ER Process

(grant execution to project advertisement)

- VTrans requests authorization from FHWA for Preliminary Engineering (PE) for Town and State projects.
- FHWA obligates PE funding, VTrans notifies Towns.
- Towns notify VTrans prior to any negotiations with property owners if projects cannot be completed within existing R.O.W. limits. VTrans requests authorization for R.O.W. if necessary and informs Town.
- Once environmental impacts are identified, Town will prepare Categorical Exclusion Environmental Analysis Sheet and submit to VTrans with design plans. VTrans will then work with FHWA to complete the NEPA process.
- Prior to advertisement for construction, Town must submit request for construction authorization to VTrans with copy of Categorical Exclusion, R.O.W./Utility Clearance, and plans, specifications, and estimates.
- VTrans will review and then submit request for construction authorization to FHWA.
- Town will advertise project upon notification of construction authorization by VTrans.

The FHWA ER Process (project advertisement to closeout)

- Bids opened by Town, reviewed, submitted to VTrans.
- VTrans reviews Town bid submittal, authorizes award of contract.
- Town awards contract, begins construction.
- Town submits documentation for any requested progress payments.
- Town submits closeout documentation when project complete.
- VTrans inspects project, processes final payment to Town, and closes out project.

Town Highway Emergency Fund

19 V.S.A. § 306(d)

Vermont Agency of Transportation
(VTrans)

State Aid for Non-Federal Disasters

Annual appropriation for emergency aid in repairing, building, or rebuilding Class 1, 2, or 3 town highways and bridges damaged by natural or man-made disasters.

Eligibility

- Secretary of Transportation shall determine that disaster is of such magnitude that state aid is both reasonable and necessary to preserve the public good.
- Disaster shall not qualify for assistance from FEMA or from FHWA ER programs.

Funding

Towns eligible for the greater of either:

- 90% of repair/replacement costs
or
- The eligible repair/replacement costs, minus an amount equal to 10% of the overall total highway budget minus the town's winter maintenance budget.

Sequence of Events

- Disaster occurs: VTrans and Local emergency response
- Town contacts VTrans District Office
- Complete Damage Survey Report or Contractor's estimate of damage
- Complete application to include eligibility justification statement
- Submit estimate and application with copy of municipality's annual financial plan (town highways) to VTrans District Office
- Grant approved by VTrans

Sequence of Events (cont)

- Obtain all necessary permits
- Keep VTrans District staff informed of progress
- Maintain record of all costs associated with project
- Upon completion of work, request reimbursement of approved cost from VTrans District Office.

Questions?